

### MISCELLANEOUS DOCUMENTS (As Needed)

Various other documents may be required depending on each individual situation. These proofs are used to reduce fee liability when applicable. Examples: Power of Attorney, Non Use Affidavit, Certificate to Transfer License Plates, previous registration, etc.

### PAYMENTS

Payment for Alabama IRP tags should be made by a certified or cashier's check, money order, cash or via wire service instrument. Online payments are also accepted.

Additionally, credit cards are acceptable as payment with a debit/credit card authorization form (MV: MCS-1). It is necessary to submit only one payment for the net registration fees due for all jurisdictions. Payments should match the amount billed. Overpayments will be posted as a credit to the registrant's account. Credits may be applied to future transactions, or a refund may be requested. All certified checks or money orders should be made payable to the ALABAMA DEPARTMENT OF REVENUE and mailed to the MCS office.

If PERSONAL or COMPANY checks are submitted, the credentials will not be shipped until the checks have "cleared" unless a current surety bond is on file with the MCS office. Bonds must be at least as much as payment. Payment may be made through some wire services. However, the wire service instrument must have proper authorization.

### IRP REFUNDS

Applicants seeking refund of license fees paid for motor vehicle license plates must submit the required petition for refund form (MVR 40-12-23(1)), decal, license plate, or both, tag/tax receipt, and any supporting documents that substantiate the reason for requesting a refund. Refunds of IRP license fees may be made under the following conditions:

- Audit (audits resulting in an overpayment of less than \$10 will not be refunded);
- billing error by the Department of Revenue;
- full fee license (partial refund);
- duplicate license.

License fees paid for motor vehicle license plates are NOT refundable by the Department of Revenue under the following conditions:

- vehicle operated after the previous license has expired;
- sale of vehicle;
- cancellation of lease;
- wrecked vehicle;
- stolen vehicle;
- firm out of business.

The unused portion of the license fees paid, where permitted by statute, may be refunded by each jurisdiction. Jurisdictional refund information is also located on the IRP website at [www.aamva.org/IRP](http://www.aamva.org/IRP).

### TEMPORARY REGISTRATION

Temporary registration may be issued if requested by the carrier. A temporary registration is issued to a specific vehicle and cannot be transferred to another vehicle. Temporary registrations may not be issued to accounts that are not in good standing. Temporary registrations may not be issued to renewal vehicles.

Fax or mail a completed application to the MCS office. Applications may also be completed online. It is important to provide a telephone number where you may be contacted to be notified of the bill amount or if any additional information is required. If necessary information is missing from submitted applications, the application may be returned. Applications rejected as incomplete will not be considered as received until completed and returned to the MCS office.

Temporary Registrations must be paid for prior to issuance. A method of paying for and receiving the Temporary Registration is determined after the application is processed and the carrier is notified regarding the bill amount. Upon verification of payment a Temporary Registration may be faxed to a convenient location. Often the carrier may desire to pick up the Temporary Registration from one of the Department's Taxpayer Service Centers.

If you have not received your credentials within ten (10) days prior to the expiration of the Temporary Registration, please contact the MCS office. Temporary Registration extensions are not available.

### **TEMPORARY TAG OR (HUNTERS PERMIT)**

The IRP provides a means of registration for owner-operators when hunting for a carrier with whom they can lease. The Hunter's Permit authorizes the operation of a vehicle for 20 days at the empty weight of the vehicle. An owner-operator may secure this 20-day temporary registration from the License Plate Issuing Official of the county in which the owner-operator is based.

### **TRIP PERMITS**

Vehicles subject to the provisions of the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA), but not licensed as such, will be required to purchase a 7-day trip and/or fuel permit before entering the State of Alabama.

Alabama trip permits are available from 24/7 through the Department of Revenue website. Trip permits allow both interjurisdictional and intrajurisdictional movement.

Trip permits are also available, with an additional service charge, through trip/fuel permitting agencies.

Please contact the MCS office for additional information concerning trip permits.

### **OWNER-OPERATORS LEASED TO CARRIERS**

Owner-operators who lease their vehicles to motor carriers on a long-term basis (30 days or longer) may register one of two ways.

1. If the owner-operator (lessor) is an Alabama resident, the owner-operator may be the registrant with the vehicle being registered in the name of the owner-operator.
  - A. Apportionment of fees will be based on the distance records of the owner-operator (who also has the responsibility for maintaining the records); and
  - B. The license plates and cab cards shall be the property of the owner-operator.

OR

2. The Alabama motor carrier may be the registrant with the vehicle being registered in the name of the motor carrier, but also listing the owner-operator as the owner/lessor.
  - A. The apportionment of fees will be based on the distance records of the carrier; and
  - B. The license plates and cab cards will be the property of the carrier; and
  - C. A lease agreement between the carrier and owner-operator is required to be submitted.